

**Minutes of the Meeting of Winterton-on-Sea Parish Council  
Wednesday 19th September 2018 7.30pm Winterton Village Hall**

**Present:** Eric Lund (Chairman)  
Mark Bobby  
John Allen  
Roger Jarvis  
Annie Baker  
Simon Bowman  
Catherine Moore (Parish Clerk)

**Also attended:** County Councillor Ron Hanton and 9 members of the public.

**1. Apologies**

Apologies for absence were received from District Councillor James Bensley.

**2. Declarations of Interest and Applications for Dispensation**

None.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 15th August 2018 were **agreed** and signed by the Chairman.

**4. Update on matters arising from the minutes**

None.

**5. Public Participation**

*Standing orders were suspended to allow Borough and County Councillors, and members of the public to speak.*

**a) Public Participation**

A member of the public expressed concern at the lack of new volunteers coming forward to support local groups, clubs and organisations, and wondered whether the Council could do more to support and promote them. The following suggestions were made:

- Include edited versions of the reports from the Annual Parish Meeting in the Winterton Newsletter;
- Promote local groups on the local radio stations;
- Consider setting up a volunteering award in the village;
- Use the cinema club as a vehicle for promotion;
- Improve the presentation and content of the newsletter;
- Use the parish notice boards to showcase one group per month.

It was suggested that an Advisory Group could be set up to look into this further.

A member of the public reported that the notices in the notice board needed refreshing. It was **agreed** that Eric Lund would do this. The allotments notice board also needed to be populated.

**EL**

**b) County Councillor**

Ron Hanton reported that the third river crossing consultation was open for comments. He noted that discussions were underway regarding the delivery of children's centre services in the county, as the existing contracts were due for renewal. The Police and Crime Commissioner continued to press to take over the management of the Fire Service from the County Council, and was expected

to submit proposals to the Home Secretary. Winterton School had received a bid for Academy status, with the Trust proposing to expand the facilities into an outdoor learning centre, with the possibility of residential provision.

*Standing orders were reinstated.*

## 6. **Councillor Vacancies and Co-Option**

The Chairman reminded those presented that the Council had three vacancies. One person was expected to be co-opted in October.

## 7. **Planning**

### a) Applications Received

#### i) 06/18/0516/F Friendly Cottage, King Street: Proposed single storey rear extension.

No comments.

**Clerk**

#### ii) 06/18/0487/F Poppys, Beach Road: Proposed change of use and single storey rear extension to form tea room.

Mark Bobby briefed Council on the application. He noted that an extension had been added to the proposals since pre-application discussions took place at an earlier Parish Council meeting. The applicant explained that there were issues with the toilet, and that they were considering a covered outside area for additional tables. The architect had suggested extending the application to cover future expansion. The applicant answered further questions relating to the application, and noted that revised plans had been submitted - these had not been received by the Parish Council.

Concern was expressed regarding parking and traffic. It was **agreed** to request an extension to comments to the next meeting, to allow the revised plans to be received and considered.

**Clerk**

### b) Planning Decisions

None.

## 8. **Correspondence and Consultations**

### a) Draft Local Plan Part 2

The Chairman gave a summary of the latest phase of the Local Plan consultation, noting that there were no housing allocations proposed for Winterton. It was **agreed** to support the draft Local Plan Part 2.

**Clerk**

### b) Footpath, Bush Road

The Chairman reported that complaints had been received regarding the nettles on the Bush Road footpath. As this formed part of the Norfolk Trails, this had been reported to Norfolk County Council for action, however if no action was forthcoming the Council would arrange for this to be cut back.

**Clerk**

### c) Pharmacy2U

The Chairman reported that letters from Pharmacy2U had been received by some residents in the village, which appeared to be endorsed by the Hemsby GP and pharmacy. It was noted that this was not the case, and that there had been issues with this online service despatching medicine in a timely manner, and that it could result in the closure of local pharmacy services if they did not receive enough business.

## 9. Finance

### a) Receipts, Payments, and Bank Reconciliation

Receipts of £133.65 and payments of £3,735.07 were made in August 2018. The bank balances were:

- Current account - £918.33
- Deposit account - £55,085.94.

### b) Accounts for Payment

It was **agreed** to pay the following accounts:

C Moore	Salary	£967.57
HMRC	PAYE & NIC	£97.74
Norfolk Pension Fund	Superannuation	£295.11
K Jones	Ground Maintenance - Aug 2018	£27.00
P Carver	Beach Cleaning	£275.90
K Brown	Bus Shelter Cleaning	£40.00
P Lynham	Bus Shelter Cleaning	£40.00
C Moore	Mileage and Ink	£75.38
Winterton Cinema Group	Refund from Equip Install	£100.00
Virgin Mobile	Mobile Phone Contract	£6.38
Virgin Media	Mobile Phone Handset	£6.00
E Lund	HD Cable	£31.96
	<b>TOTAL</b>	<b>£1,963.04</b>

### c) Village Hall Accounts

The Chairman noted that, following the last audit, it had been noted that the Village Hall accounts were being paid by non-councillor signatories, and were not being authorised in accordance with the Council's Financial Regulations. Work was underway to regularise this situation, and contractors would be contacted to advise of the changes being made. It was planned to bring the village hall accounts into the Parish Council accounts, for easier administration, however the village hall money would continue to be ring fenced for that purpose.

## 10. Committees and Advisory Groups

### a) Village Hall Management Committee

- i) Chris Barlow, Chairman of the Committee, reported that the Terms of Reference for the Committee needed to be reviewed and that she would work with the Clerk on this.

Clerk

Chris reported that the Late Summer Fayre was a great success and it was hoped that this would be repeated. The Salvation Army appeal was scheduled for 22nd November, and the Christmas Fayre for 2nd December.

### ii) Appointment of Councillor to Committee

It was **agreed** to appoint John Allen to the Village Hall Management Committee.

### b) Safer Neighbourhood Action Plan

The next meeting was scheduled for 18th October.

### c) Patient Participation Group

Nothing to report.

### d) Allotment Advisory Group

Annie Baker had taken over the councillor responsibility for the allotments. Two new allotment holders had been offered plots.

- e) Playing Field Management Advisory Group  
The Chairman noted that the agreement with the Cricket Club had been signed, so the Council now had the interest in the Pavilion. Grant applications would be made for changing rooms project. An application had been submitted for the architects fees. A meeting of the Group would be arranged to discuss the next stages of the transition and project. **EL / Clerk**
- f) Neighbourhood Plan Steering Advisory Group  
The Chairman reported that it seemed that the Neighbourhood Plan would be superseded by any new Local Plan, therefore the timing of the adoption of the Neighbourhood Plan would need to be carefully considered. The implications of this for the grant funding from Locality were being examined. **Clerk**  
A public consultation drop in session on the issues and options was being set up for early November and would be publicised in the newsletter.
11. **Other Matters**
- a) School Update  
Covered earlier. It was noted that a public consultation was underway online.
- b) Asset of Community Value Update  
The Chairman noted that the registering of the village hall as an asset of community value had been submitted and a decision was expected by 17th October.
12. **Action Log**  
The action log was noted. It was **agreed** to spend £37.41 to make the port hole in the climbing frame safe, and noted that this would need a more permanent repair. The Clerk was asked to chase up the repair to the King Street sign. **Clerk Clerk**
13. **Councillor Feedback and Items for Next Agenda**  
The Chairman reported that he had been accepted onto the Norfolk ALC Executive Committee.  
The Clerk was asked to add an item to the action log - wheelchair access onto the Village Hall Green - and was asked to contact Martham Parish Council regarding their dropped kerb scheme which achieved a similar result. **Clerk**
14. **Date of next meeting:**  
➤ Wednesday 17th October 2018, 7.30pm, Village Hall. Annie Baker, Simon Bowman and John Allen noted their apologies.

The meeting closed at 9.05pm.

**CHAIRMAN**